

Community Planning
and Building Department
Planning Services Division



City of Fredericksburg
715 Princess Anne Street
P.O. Box 7447
Fredericksburg, VA 22404-7447
Telephone: 540 372-1179
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PRE-APPLICATION CONFERENCE APPLICATION

DATE: _____

LOCATION OF PROPERTY: _____

APPLICANT: _____

MAILING ADDRESS: _____

PHONE: _____ E-MAIL ADDRESS: _____

ZONING OF PROPERTY: _____ GPIN #: _____

PREVIOUS USE: _____ PROPOSED USE: _____

PLEASE DESCRIBE THE PURPOSE FOR ATTENDING THE PRE-APPLICATION CONFERENCE.

☐ SITE PLAN, PLAT, OR TAX MAP ATTACHED

SIGNATURE OF APPLICANT

DATE

DATE RECEIVED: _____ DATE OF MEETING _____

If you have questions, please contact Marne Sherman in Planning Services Division at (540) 372-1179 or Debby Hall in Building Services Division at (540) 372-1080.

For Office Use :

CHECK IF APPLICABLE:

- ☐ SITE PLAN SUBMITTAL
☐ SPECIAL USE PERMIT REQUIRED
☐ REZONING REQUIRED

- ☐ PLAT/SUBDIVISION SUBMITTAL
☐ SPECIAL EXCEPTION REQUIRED
☐ OTHER

NO FEE REQUIRED

A pre-application conference is a meeting between key City staff and an applicant (or applicant's representative) for the purposes of discussing a potential development application prior to submittal. The conference is intended to familiarize applicants with the City's review procedures and City staff with the applicant's proposal. **Pre-application conferences are mandatory before filing the following types of development applications** (and voluntary for all others):

- Zoning Map amendments (with or without proffers)
- Special use permits
- Special exceptions
- Subdivisions
- Site plans
- Changes of use (unless exempted by the Zoning Administrator or Certified Building Official)

During the pre-application conference, City staff will explain the relevant development review procedures(s), the associated review schedule, required application fees, application submittal requirements, and any applicable City policies.

Applicants are reminded that the pre-application conference is a preliminary meeting. Comments made during a pre-application conference do not constitute official assurances or representations by the City or its officials regarding any aspect of the plan or submittal. City staff cannot guarantee all relevant issues will be discussed or that initial staff comments will reflect the ultimate staff recommendation. The more detailed the information brought to the meeting, the more thorough and specific the response from City staff. In general, the amount of detail on a pre-application conference differs by the type of submittal.

Pre-Application Conference SUBMISSION DEADLINE	TRC Pre-Application Conference (2nd Thursday)	Pre-Application Conference SUBMISSION DEADLINE	TRC Pre-Application Conference (4th Thursday)
November 25, 2013	December 12, 2013	December 12, 2013	December 19, 2013
December 23, 2013	January 9, 2014	January 9, 2014	January 23, 2014
January 30, 2014	February 13, 2014	February 13, 2014	February 27, 2014
February 27, 2014	March 13, 2014	March 13, 2014	March 27, 2014
March 27, 2014	April 10, 2014	April 10, 2014	April 24, 2014
April 24, 2014	May 8, 2014	May 8, 2014	May 22, 2014
May 29, 2014	June 12, 2014	June 12, 2014	June 26, 2014
June 26, 2014	July 10, 2014	July 10, 2014	July 24, 2014
July 24, 2014	August 14, 2014	August 14, 2014	August 28, 2014
August 28, 2014	September 11, 2014	September 11, 2014	September 25, 2014
September 25, 2014	October 9, 2014	October 9, 2014	October 23, 2014
October 30, 2014	November 13, 2014	November 13, 2014	<i>November 20, 2014</i>
November 24, 2014	December 11, 2014	December 11, 2014	<i>December 18, 2014</i>
December 22, 2014	January 8, 2015	January 8, 2015	January 22, 2015
<i>Dates in italics have been moved to the 3rd Thursday due to a holiday</i>			